

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

GUIDELINES FOR LITTER PREVENTION AND RECYCLING GRANTS

I. INTRODUCTION

Funding is available to Virginia localities from the Litter Prevention and Recycling Fund as non-competitive grants based on population and road miles, *if* the locality has an eligible program as identified in Section II.B and C below.

Grant applications must be submitted to DEQ by June 30, 2009. Please follow the FY 2010 guidelines and print a copy of your application and mail it with an original, authorized signature to DEQ.

The Performance and Accounting Report must be postmarked by August 31, 2009. **Incomplete forms will be returned.**

To be eligible to receive a grant, you must submit **BOTH** the Grant Application **AND** a Performance and Accounting Report, regardless of whether or not you have applied in the past or not. Both forms must be completed in order for your application to be considered complete. **Please do not leave questions blank or partially answered questions or the application will be considered incomplete and returned.**

These grants are provided by funds generated by taxes enacted under Section 58.1-1700 to 58.1-1710 of the Code of Virginia and through authority granted to the Department of Environmental Quality (DEQ) under Section 10.1-1422 of the Code of Virginia. These guidelines supersede all previous regulations and guidelines relating to these grant funds.

II. ELIGIBILITY

A. All cities, counties, and incorporated towns in Virginia are eligible if they have eligible litter prevention and/or recycling program.

B. An eligible program must include at least two elements of a comprehensive program. The elements of a comprehensive program are: 1) Planning and Organization, 2) Recycling, 3) Youth Education, 4) Cleanups, 5) Law Enforcement, 6) Public Communication, and 7) "Adopt-A" Programs sponsored by the locality.

C. An eligible program may also include any of the non-disposal elements of waste management (Source reduction, reuse, and recycling) in the locality's approved Solid Waste Management Plan. Procurement of recycled goods may also be included.

D. All completed forms (see specific submittal deadlines in Section I) must be received by indicated dates by DEQ for grants to be paid.

E. Localities may apply singly or as a participant in a Cooperative Program. A Cooperative Program consists of two or more localities joining together and combining grant funds to implement one program. One application form is submitted for the Cooperative Program by a Coordinating Agency, which may be one of the participating localities or a non-governmental agency. The Coordinating Agency submits an executed original application that lists each participating locality. Also, the Coordinating Agency will be responsible for submitting the required Performance and Accounting Report on behalf of the participating localities.

F. For Cooperative Programs among units of local governments only, the Coordinating Agency shall affirm that a written Agreement with each participating locality is on file. Such Agreement shall expressly authorize the Coordinating Agency to apply on behalf of each participating locality.

G. For Cooperative Programs implemented by a non-governmental agency, the Coordinating Agency shall include, in addition to the Application, written evidence that the Coordinating Agency is acting for and accepting funds on behalf of each participating locality. This evidence shall include one of the following:

- i. copies of the Agreements that originally established the Coordinating Agency by the participating local governments;
- ii. signature by each locality's manager on the Application form itself; or,
- iii. any other applicable documentation which indicates the localities' desire for the non-governmental agency to accept funding and provide services on their behalf.

H. Applications shall be submitted by individual authorized to request such funding and who is responsible for documenting its use in support of the litter prevention and recycling program efforts. For individual locality applications, this is the County Administrator, City Manager, or Town Manager. For Coordinating Agencies that are non-governmental, the application shall be signed by the Coordinating Agency's Executive Director, and include documentation specified in II.G above.

I. Application forms must include the correct Federal Identification Number (FIN) and Federal Information Processing Standards (FIPS) numbers for the locality designated to receive the grant amount. Application forms for Cooperative Programs must include only the FIN and FIPS numbers of the Coordinating Agency. Missing or incorrect FIN and FIPS numbers on the Grant Application form may result in a delay in awarding the grant amount.

III. FUNDING PROCESS

A. The grant amount will be sent directly to each locality. For localities participating in a Cooperative Program, the total grant amount will be sent directly to the Coordinating Agency designated on the application form.

B. This grant program year runs from July 1, 2009, through June 30, 2010.

C. Any unexpended funds at the end of the FY 2009 grant program year may be carried forward

to the FY 2010 grant program year, so long as this amount carried forward **does not exceed 25% of the FY 2009** grant award. Unspent grant funds in excess of 25% of the FY 2009 grant award will be deducted (netted) from the FY 2010 grant.

D. Funds will not be released until a **completed** Performance and Accounting Report for the previous grant program year is submitted by the proper authority.

IV. AUTHORIZED USES OF FUNDS

A. The grant shall be used for litter prevention and recycling program implementation, continuation, and/or expansion. Authorized uses of the grant funds include:

1. Salaries, wages, or other personnel costs
2. Office supplies, postage, telephone
3. Printing and program materials
4. Travel expenses
5. Locally conducted meetings, workshops, and awards
6. Audiovisual material on litter or recycling
7. Equipment such as: educational, litter receptacles, recycling, source reduction, and reuse equipment, audiovisual, safety, and the renting of such equipment
8. Award materials
9. Cleanup supplies
10. Annual dues for solid waste related associations
11. Litter collection and/or recycling collection contracts

V. UNAUTHORIZED USES OF GRANT FUNDS

Grant funds shall not be used for the following:

- A. Meals associated with award events. Applicants are encouraged to use other sources of funds for such purposes.
- B. Purchase of mass media time or space.
- C. For any project or item not directly related to litter prevention or recycling, including (but not limited to):
 1. Beautification projects, landscaping, purchase of trees or shrubs, or lawn services.
 2. Purchase of equipment for lawn maintenance or for collection, transportation, and disposal of solid waste.

VI. GENERAL ACCOUNTABILITY: PERFORMANCE AND ACCOUNTING REPORT

The Applicant shall keep accounting records for the grant funds. A Performance and Accounting Report for the previous grant program year shall be submitted to DEQ **no later than August 31,**

2009. Subsequent grants shall not be approved until the Performance and Accounting Report Form for the previous grant program year is received by DEQ. The Performance and Accounting Report must be signed by the County Administrator, City Manager, Town Manager or the locality's or Coordinating Agency's Chief Financial Officer. For a non-governmental agency, the Performance and Accounting Report form shall be signed by the agency's Executive Director or Chief Financial Officer.

VII. RETURN OF GRANT FUNDS

Funds not used or accounted for in compliance with these Guidelines and the Application shall be returned by the Applicant to DEQ. A locality participating in a Cooperative Program shall be liable for its pro rata share of the total liability.

VIII. SUBMISSION

Mail Completed forms to:

Virginia Department of Environmental Quality
Litter Prevention and Recycling Grants Program
P.O. Box 1105
Richmond, VA 23218

For Certified Mail, you may send it to DEQ's Street Address at:

629 East Main Street
Richmond, Virginia 23219

For information, contact:

Sheila Barnett (804) 698-4055 email: sheila.barnett@deq.virginia.gov

Steve Coe (804) 698-4029 email: g.stephen.coe@deq.virginia.gov

Please call before the deadline if you have questions.